

## Job Description (AD)

**Job Title:** Administrative Coordinator (UCP 5)  
**Job ID:** 2014462  
**Location:** Storrs Campus  
**Regular/Temporary:** Regular

### Job Posting

The Office of First Year Programs and Learning Communities (FYP&LC) is seeking an Administrative Coordinator to provide administrative, fiscal, personnel, facilities maintenance, and programmatic support for the distinct units (primarily including the First Year Experience, Learning Community, and Academic Support programs) in this high volume office. FYP&LC programs are designed to assist students with their transition from high school to college and to aid in their persistence, success, and retention at the University of Connecticut.

The Administrative Coordinator will be responsible for program management duties across functional units, including directing workflow and supervising the processing of administrative and personnel paperwork; reviewing all aspects of job workflow for accuracy and adherence to policies and procedures; maintaining and monitoring accurate department/unit budget and records; monitoring and approving routine expenditures, processing fiscal paperwork; advising supervisor of problems; and independently managing specific budget areas such as payroll expenditures; coordinating, managing, and maintaining records for search and hiring processes (undergraduate student employees, graduate assistant appointments, faculty director appointments, special payroll employees, etc.); monitoring updating, and improving processes ensuring appropriate University policies and procedures are being followed; training, supervising, evaluating and establishing work schedules for a number of graduate and undergraduate student employees; coordinating purchasing, accounts receivable and payable, travel arrangements and reimbursements, and other similar processes for office, maintaining appropriate records; reviewing administrative and internal operating procedures for efficiency and effectiveness and recommend improvements; establishing procedures to implement operational and/or fiscal policies; acting as primary contact for Executive Director, managing the Executive Director's calendar; scheduling and making arrangements for a high volume of meetings and events, recording, preparing, and distributing meeting minutes as requested; providing frontline support for FYP&LC primary constituent populations, including volunteer instructors and facilitators, mentors, and undergraduate students; representing the department to other University and external offices and agencies in administrative matters that affect the operations of the Office First Year Programs and Learning Communities; transmitting authoritative information and serving as a positive and helpful resource to students, faculty, staff, and others from inside and outside the University regarding policies and practices governing the department, the division, as well as relevant resources across the University; maintaining a welcoming office environment; greeting and directing visitors; answering and directing phone calls; reviewing, routing, and prioritizing incoming and outgoing mail; managing office signage; assembling and interpreting data, preparing administrative reports and handling correspondence for the department head; providing administrative and marketing support for a variety of programs and events;

participating in the oversight of maintenance, safety and security of buildings and spaces used by First Year Programs and Learning Communities as well as departmental facilities; performing other program-related duties as required. This position may require evening or weekend hours on occasion in support of program events and activities.

#### **Minimum Acceptable Qualifications**

1. Bachelor's degree in a related discipline
2. Two years progressively responsible administrative experience
3. Well-developed written and oral communication skills
4. Excellent organization skills
5. Experience providing administrative support for events
6. Demonstrated ability to handle multiple initiatives concurrently
7. Demonstrated ability to perform responsible and accurate administrative functions
8. Demonstrated ability to work independently and exercise sound judgment
9. Proficiency in computer programs such as Microsoft Word, Excel, and PowerPoint

#### **Preferred Qualifications**

1. Four years progressively responsible administrative experience

**Appointment Terms:** This is a full-time, 12-month position

Please apply online using Husky Hire ([www.jobs.uconn.edu](http://www.jobs.uconn.edu)) to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by February 28, 2014.

This job posting is scheduled to be removed at 11:59 PM eastern on February 28, 2014.

---

*The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*